



(CRAFT)

# VENDOR APPLICATION

## Sunset Wonderland

SUNSET PARK, December 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> 2013  
Friday 4 p.m. to 10 p.m. - Saturday & Sunday's 10 a.m. to 9 p.m.

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### BOOTH SPACE APPLICATION & AGREEMENT

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Company Name: \_\_\_\_\_ Company Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

TAX ID# \_\_\_\_\_ Business License # \_\_\_\_\_

Non Profit ID # \_\_\_\_\_

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**Exhibitor Requirements:** Booth Rates are available according to the following scale. Requests for space larger than 20' x 20' are based on availability and must be negotiated on a case by case basis. You must supply tent, tables, cords, and chairs. Application must be filled out completely for consideration. Pricing includes working passes according to booth size. "NEW" vendors with Clark County Parks and Recreation will need to include a photograph of the set up, products and booth workers. All booth applications will be screened for compatibility with this event. PLEASE CHECK BOOTH SIZE REQUIRED. **Be advised that you have (3) options to choose from; Day rate, Weekend rate, and Complete Event rate.**

**If accepted, payment must be by cashier check or money order ONLY.**

## Clark County Department of Parks and Recreation

**\*\*No personal or corporate checks will be accepted\*\***

Return with your completed application and copies of insurance, permits, and additional requirements.

Mail to:

**Clark County Parks and Recreation**

**Attn: Special Events**

**2601 E. Sunset Road, Las Vegas, Nevada 89120**

**IF YOU ARE ACCEPTED**, all completed vending applications and full payments must be returned to Clark County Parks and Recreation office no later than 5 p.m. on November 15, 2013 or 5 business days upon acceptance if accepted after the 15th.

If an application is not sent in on time, you will not be accepted to the Event.

Signature: \_\_\_\_\_

**Clark County Parks and Recreation reserves the right to refuse any booth application.  
For more information, please call Clark County Special Events at (702) 455-8170.**

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### ELECTRICAL WORKSHEET

(All exhibitors must fill out this section)

**\*\*NO POWER AVAILABLE UNTIL FRIDAY MORNING\*\***

Please list all electrical items to be used and their wattage. (Check the sticker on the back of the appliance.) Standard power is NOT included in your booth rental. Standard power is 20 Amps. If you require additional power please check the appropriate box below:

#### Please Check and Total Requirement:

##### 110V Single Phase:

##### Sub Total:

- |  |       |                             |
|--|-------|-----------------------------|
| <input type="checkbox"/> 20 AMPS \$30  | _____ | Appliance _____ Watts _____ |
| <input type="checkbox"/> 40 AMPS \$80  | _____ | Appliance _____ Watts _____ |
| <input type="checkbox"/> 50 AMPS \$105 | _____ | Appliance _____ Watts _____ |

##### 220V Single Phase:

- |                                       |       |              |
|---------------------------------------|-------|--------------|
| <input type="checkbox"/> \$150        | _____ | Notes: _____ |
|                                       |       | _____        |
| <input type="checkbox"/> GRAND TOTAL: | _____ | _____        |

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**PAYMENT** – PLEASE DON'T SEND PAYMENT UNTIL ACCEPTED. APPLICATIONS MUST BE RECEIVED BY November 15, 2013. Vendor refund will only be granted if a request for refund is submitted in writing and postmarked by November 15, 2013. After this date, no refunds will be given for any reason.

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Signature: \_\_\_\_\_

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### BOOTH COSTS

#### "Single Day" Individual Day Rate Pricing

(Please circle requested date's) Dec. 7<sup>th</sup>, Dec. 8<sup>th</sup>, Dec. 14<sup>th</sup>, Dec. 15<sup>th</sup>, Dec. 21<sup>st</sup>, Dec. 22<sup>nd</sup>

##### Profit Cost

☐ 10' X 10' - \$100

☐ 10' X 20' - \$150

☐ 20' X 20' - \$250

##### Non-Profit Cost

☐ 10' X 10' - \$50

☐ 10' X 20' - \$75

☐ 20' X 20' - \$125

#### Weekend Rate Pricing

(Please circle requested date's) Dec. 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>      Dec. 13<sup>th</sup>, 14<sup>th</sup>, & 15<sup>th</sup>      Dec. 20<sup>th</sup>, 21<sup>st</sup>, & 22<sup>nd</sup>

##### Profit Cost

☐ 10' X 10' - \$200

☐ 10' X 20' - \$300

☐ 20' X 20' - \$500

##### Non-Profit Cost

☐ 10' X 10' - \$100

☐ 10' X 20' - \$150

☐ 20' X 20' - \$250

#### Entire Event Rate Pricing (All 3 Weekends)

Dec. 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>, Dec. 13<sup>th</sup>, 14<sup>th</sup>, & 15<sup>th</sup> and Dec. 20<sup>th</sup>, 21<sup>st</sup>, & 22<sup>nd</sup>

##### Profit Cost

☐ 10' X 10' - \$400

☐ 10' X 20' - \$600

☐ 20' X 20' - \$1000

##### Non-Profit Cost

☐ 10' X 10' - \$200

☐ 10' X 20' - \$300

☐ 20' X 20' - \$500

Please be reminded that these quoted prices are for the specific term chosen.  
Any different size space or quantity of days can be requested and will be reviewed/priced on a case-by-case basis.

### VENDORS PLEASE LIST ALL ITEMS TO BE SOLD WITH PRICING

*(All exhibitors must fill out this section)*

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

Clark County Parks and Recreation reserves the right to refuse any booth application.  
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### TERMS AND CONDITIONS FOR ALL VENDORS

1. Vendor shall submit the required fee by **November 15, 2013** or their vending space will be forfeited. No acceptance after this date for anyone for any reason.
  2. Vendor is required to be open for the duration of the entire event. **CLOSING BEFORE END OF THE EVENT, OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.**
  3. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the CCPR STAFF committee.
  4. **INSURANCE: YOU MUST BE COVERED!** Vendor will provide public liability and property damage insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million dollars (\$2,000,000) aggregate. The Department of Parks and Recreation must receive the certificate of insurance no later than five (5) working days' prior to the event. Vendor is solely responsible for any personal property at all times. (sample included)
  5. **Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.**
  6. **FIRE INSPECTION: Sunset Wonderland event vendors** will be required to have on site a fire extinguisher with a minimum rating of 2A10B:C AND a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing info. *Please see attached addendum for additional fire code requirements.*
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7. **SUBLEASING:** Vendor may not sublease their space unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
  8. **INDEMNIFICATION:** Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
  9. **ELECTRICAL REQUIREMENTS:** Vendors, on request, for a fee, will receive 110 volt 20 amp electrical service (20amps = 2000 watts). If you require additional or other electrical hookup, there will be an additional charge. *(Please see Electrical Information section).*

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10. **PERMITS:** You are required to submit copies to Clark County Parks & Recreation and display all necessary licenses/permits in order to operate on county property. *If selected to participate in Clark County events you will be under our special events multi-vendor license/permit.*
11. **SALES TAX:** Vendors are responsible for keeping track of their sales, and paying current applicable Nevada State Sales Tax at the end of the event. A representative of the State will collect the tax at 4 p.m. on the last day of the fair at the information booth. **YOU MUST GO TO THE INFORMATION BOOTH TO MAKE PAYMENT.** If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. **NO EXCEPTIONS CAN BE MADE TO THIS BECAUSE OF NEVADA STATE LAW.** Any questions should be directed to Nevada's Department of Taxation at 702-486-2300. Failure to comply or non-payment will result in termination from participation within any future County events.
12. The sale of alcoholic beverages of any kind is strictly prohibited. Failure to comply with beverage rules will result in forfeiture of vending fees and expulsion from the event.
13. Consumption of alcoholic beverages by vendors at their booth is prohibited. Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and /or arrest.
14. Bagged ice will be available on site for purchase.
15. Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendors will be responsible for their own hook ups (including a hose).
16. All business, or other activity, for which the vendors have rented space, must be conducted within the designated booth space only! No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the Fair grounds. **No animals allowed – please leave your pets at home. Certified service animals accepted. Failure to comply will mean expulsion from the fair.**
17. Set-up information will be mailed to you upon acceptance.
18. Any tenting larger than 20 x 20 will be required to have a certificate of fireproofing certification.
19. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
20. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc.
21. Glass blower vendors are only allowed to have one five-gallon tank of natural gas on site at a time.

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- 22. Security will be provided (as a courtesy) for the vendor booths during the specified date's and times that this event is taking place. County and Security Company will not be held liable or be responsible for any loss, theft or damage.
- 23. No political signs are permitted.
- 24. Vendors must be completely off County property by Saturday, December 22<sup>nd</sup> at 11pm. Failure to comply will result in potential expulsion from future Clark County events.
- 25. No carts or motorized vehicles during festival hours without prior approval from Clark County.

**SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE DOES NOT  
GUARANTEE A SPACE. I HAVE READ THIS ENTIRE APPLICATION  
AND SHALL COMPLY WITH ALL TERMS AND CONDITIONS.**

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Clark County Parks and Recreation reserves the right to refuse any booth application.**  
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# Sunset Wonderland Event

## UNIFORM FIRE CODE

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### SECTION 3202- DEFINITIONS

**Canopy** is a temporary structure enclosed or shelter constructed fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

### SECTION 3205- ACCESS, LOCATION AND PARKING

**3205.2 Location and Parking.** Tents shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guywires shall be considered as part of the temporary membrane structure, tent or canopy.

### SECTION 3208-PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided in accordance with Sections 1002 and 1005.2.7.

### SECTION 3211- MEANS OF EGRESS

Curtains shall be free sliding on a metal support. The support shall be a minimum eight feet (2438 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstruct the exit.

### SECTION 3213- MEANS OF EGRESS ILLUMINATION

Means of egress shall be illuminated with light having an intensity of not less than one footcandle (10.76 lx) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when required by Section 3214.2.

### SECTION 3214- EXIT SIGNS

**3214.2 Illumination.** Exit signs in temporary membrane structures, tents and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:

### SECTION 3215- SOURCE OF IGNITION

**3215.1 Smoking.** Smoking shall not be permitted in temporary membrane structures, tents or canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

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# Sunset Wonderland Event

## UNIFORM FIRE CODE

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### SECTION 3216- COOKING AND HEATING

**3216.1 General.** Cooking and heating shall be in accordance with Section 3216. Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved, or in accordance with the Mechanical Code.

**3216.3.1** Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

**3216.3.2** Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet (6096 mm).

**3216.3.3** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a temporary membrane structure, tent or canopy.

### SECTION 3217- FLAMMABLE AND COMBUSTIBLE LIQUIDS

**3217.2 Flammable and Combustible Liquid Storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15,240 mm) from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

**3217.3 Refueling.** Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from temporary membrane structures, tents, and canopies.

**3221.4 Waste Material.** The floor surface inside temporary membrane structure, tent or canopy and the grounds outside and within one 30-foot (9144mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

### SECTION 3219- GENERATORS

Generators and other combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet (6096mm) and be isolated from contact with the public by fencing, enclosure or other approved means.



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# Sunset Wonderland Event

## Guidelines

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### **Article 32 – Tents & Temporary Structures:**

Tents size of 200 square feet or more & canopies of 400 square ft. or more shall be permitted by the Clark County Fire Department.

Structures shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles, internal combustions engines.

All structures must provide a flame retardant certificate for each structure.

Each structure permitted or non-permitted size shall have a minimum of a 2A10BC fire extinguisher. Each cooking structure shall have in addition to the 2A10BC a class K extinguisher.

There shall be no open flame in or within 20 feet. Outdoor cooking that produces sparks/grease-laden vapors shall not be performed in or within 20 feet of temporary membrane structures.

LP-Gas containers shall be located outside and five feet from temporary membrane structures with safety release valve facing away from the structure.

Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle.

No smoking shall be posted in all temporary membrane structures, so as to be visible to all occupants.

### **NFPA 160 – Flame Effects**

To use or produce any flame effects, a permit must be obtained from the Clark County Fire Department (CCFD), and the Nevada State Fire Marshal must license the user of such special effects.

### **Article 11 – Recreational Fires**

The CCFD and CC Air Pollution Office require a permit. Recreational fire shall not be conducted within 25 feet of combustible material unless contained in an approved manner, as approved by this office.

### **Article 77 – Black Powder/Explosives**

1. Vendor shall obtain a permit from CCFD for storage and use.
2. Storage magazine shall be 75 feet from structure, exits, or vehicles
3. Provide 24-hours security.
4. Provide approved placards on all four sides of magazine.
5. Post No Smoking signs.
6. Provide insurance of \$2,000,000, listing CCFD as additional insured.
7. Provide storage magazine inspected and approved by CCFD
8. Provide a map of the storage area.

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9. Provide a description and amounts of product to be used and stored.

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